ST/IC/2011/1

United Nations

Index
to
administrative issuances

JANUARY 2011

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Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2010. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, 380 Madison Avenue, Room M-09008, New York, N.Y. 10017. They can also be sent by fax to 212-963-3898.

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* The index to information circulars is contained in ST/IC/2011/2. Expiration date of the present circular: 31 December 2011.

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A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/2009/4*

1. Secretary-General's bulletins (ST/SGB/2010/1-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2010/1	**5/2/10**	**Organization of the Department of Peacekeeping Operations**	**See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2009/13 and Corr.1**
ST/SGB/2010/2	**4/3/10**	**Organization of the Department of Field Support**	**See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2010/9, ST/SGB/2009/13 and ST/SGB/2010/1**
ST/SGB/2010/3	**7/4/10**	**Organization and terms of reference of the Office of Administration of Justice**	**See also ST/SGB/1997/5, as amended by ST/SGB/2002/11**
ST/SGB/2010/4	**15/4/10**	**Management Performance Board**	**See also ST/SGB/2005/6, as amended by ST/SGB/2006/14**
ST/SGB/2010/5	**23/4/10**	**Establishment and operation of the Central Emergency Response Fund**	**See also ST/SGB/2009/4**
ST/SGB/2010/6	**2/9/10**	**Staff Rules**	
ST/SGB/2010/7	**2/8/10**	**Organization of the secretariat of the Economic and Social Commission for Western Asia**	**See also ST/SGB/1997/5, as amended by ST/SGB/2002/11**
ST/SGB/2010/8	**2/8/10**	**United Nations Memorial and Recognition Fund**	**See also ST/AI/2010/1**
ST/SGB/2010/9	**6/12/10**	**Organization of the Department of Management**	**See also ST/SGB/1997/5, as amended by ST/SGB/2002/11**

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* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/2009/4.

2. Secretary-General's bulletins (ST/SGB/2009/1-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2009/1	16/1/09	Authority of the United Nations Office for Project Services in matters relating to human resources management	
ST/SGB/2009/2	1/1/09	Senior Review Group	
ST/SGB/2009/3	1/3/09	Organization of the United Nations Office at Nairobi	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2002/14 and ST/SGB/2006/13
ST/SGB/2009/4	18/12/09	Procedures for the promulgation of administrative issuances	
ST/SGB/2009/5	1/5/09	Field Central Review Bodies	
ST/SGB/2009/6	27/5/09	Staff Regulations	
ST/SGB/2009/8	22/6/09	United Nations Learning Advisory Board	
ST/SGB/2009/9	22/6/09	Learning and development policy	
ST/SGB/2009/10	23/6/09	Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009	
ST/SGB/2009/11	24/6/09	Transitional measures related to the introduction of the new system of administration of justice	
ST/SGB/2009/12	1/8/09	Records and archives of the United Nations Monitoring Verification and Inspection Commission	
ST/SGB/2009/13	1/10/09	Organization of the Department of Political Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2009/14	18/12/09	Organization of the United Nations Office for Partnership	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

3. Secretary-General's bulletins (ST/SGB/2008/1-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2008/3	1/1/08	Staff Rules — Rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2, as amended by ST/AI/2004/5, ST/AI/2005/4
ST/SGB/2008/5	11/2/08	Prohibition of discrimination, harassment, including sexual harassment and abuse of authority	See also ST/SGB/2008/14
ST/SGB/2008/6	28/4/08	United Nations Exhibits Committee	See also ST/AI/416 and ST/AI/2008/1
ST/SGB/2008/8	27/6/08	Organization of the Office for Disarmament Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/9	27/6/08	Organization of the Secretariat of the Economic Commission for Europe	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/11	1/8/08	Joint Negotiation Committee for the Field	
ST/SGB/2008/12	1/8/08	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/2008/13	1/8/08	Organization of the Office of Legal Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

4. Secretary-General's bulletins (ST/SGB/2007/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2007/5	12/2/07	Recordkeeping and the management of United Nations archives	See also ST/SGB/2004/15 and ST/SGB/2007/6
ST/SGB/2007/6	12/2/07	Information sensitivity, classification and handling	See also ST/SGB/2007/5
ST/SGB/2007/7	15/2/07	Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	See also ST/SGB/1997/5 and ST/SGB/2002/11
ST/SGB/2007/9	15/6/07	Joint Negotiation Committee at Headquarters	
ST/SGB/2007/10	29/6/07	Records of the United Nations Compensation Commission	See also ST/SGB/2007/5 and ST/SGB/2007/6

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2007/11	30/11/07	United Nations system-wide application of ethics: separately administered organs and programmes	See also ST/SGB/2005/22 and ST/SGB/2005/21
ST/SGB/2007/12	1/12/07	HIV/AIDS in the Workplace Orientation Programme	See also ST/SGB/2003/18

5. Secretary-General's bulletins (ST/SGB/2006/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/8	20/7/06	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	See also ST/SGB/2003/7
ST/SGB/2006/13	1/12/06	Organization of the Secretariat of the United Nations Environment Programme	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2009/3
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16 and Amend.1 and Amend.2	22/12/06 26/9/08 29/11/10	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

6. Secretary-General's bulletins (ST/SGB/2005/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the Secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/12	29/4/05	Organization of the Secretariat of the Economic Commission for Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/15	24/5/05	Publications Board	
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/1997/5 and ST/SGB/2006/14
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	See also ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
ST/SGB/2005/22	29/12/05	Ethics Office — establishment and terms of reference	

7. Secretary-General's bulletins (ST/SGB/2004/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388
ST/SGB/2004/8	7/4/04	Organization of the Office of Human Resources Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2010/9
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
ST/SGB/2004/13	24/9/04	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

8. Secretary-General's bulletins (ST/SGB/2003/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/7	9/5/03	Financial Regulations and Rules of the United Nations	See also ST/AI/2004/1
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13, ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2010/9
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17 and ST/SGB/2007/12
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

9. Secretary-General's bulletins (ST/SGB/2002/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2010/3
ST/SGB/2002/6	23/4/02	Central Review Bodies	
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations governing the status, basic rights and duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin on the Organization of the Secretariat of the United Nations (ST/SGB/1997/5)	See also ST/SGB/1997/5, ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/2002/12	15/10/02	Office of the Ombudsman — appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2009/3

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2002/15	**3/12/02**	**Staff-Management Coordination Committee**	
ST/SGB/2002/17	**31/12/02**	**Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations — filling of new posts (ST/SGB/2001/4)**	**See also ST/SGB/2001/4**
ST/SGB/2002/18	**31/12/02**	**New nomenclature for staff of the United Nations**	

10. Secretary-General's bulletins (ST/SGB/2001/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2001/4	**12/4/01**	**Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts**	**See also ST/SGB/2002/17**
ST/SGB/2001/7	**28/8/01**	**Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements**	

11. Secretary-General's bulletins (ST/SGB/2000/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2000/4	**24/1/00**	**Organization of the United Nations Office at Geneva**	
ST/SGB/2000/5	**7/2/00**	**Organization of the secretariat of the Economic Commission for Latin America and the Caribbean**	
ST/SGB/2000/6	**17/2/00**	**Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East**	
ST/SGB/2000/8	**19/4/00**	**Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation**	
ST/SGB/2000/11	**22/5/00**	**Visa Committee**	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2000/15	**1/12/00**	**Regulations for the United Nations Dag Hammarskjöld Medal**	**See also ST/SGB/119 and Amend.1**
ST/SGB/2000/16	**13/12/00**	**Abolition of obsolete administrative issuances**	**See also ST/SGB/1999/11**

12. Secretary-General's bulletins (ST/SGB/1999/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1999/4	**20/5/99**	**Family and child support obligations of staff members**	**See also ST/AI/2000/12**
ST/SGB/1999/6	**8/6/99**	**Commission for Historical Clarification**	
ST/SGB/1999/8	**22/6/99**	**Organization of the Office for the Coordination of Humanitarian Affairs**	
ST/SGB/1999/9	**24/6/99**	**Steering Committee for the Improvement of the Status of Women in the Secretariat**	**See also ST/SGB/282 and ST/AI/1999/9**
ST/SGB/1999/10	**30/6/99**	**Organization of the Department of Public Information**	
ST/SGB/1999/11	**30/6/99**	**Abolition of obsolete administrative issuances and information circulars**	**See also ST/SGB/2000/16**
ST/SGB/1999/13	**6/8/99**	**Observance by United Nations forces of international humanitarian law**	
ST/SGB/1999/15	**13/10/99**	**Organizational competencies for the future**	**See also ST/SGB/1998/6**
ST/SGB/1999/17	**30/11/99**	**United Nations personnel policy on HIV/AIDS**	
ST/SGB/1999/18	**15/12/99**	**Performance Appraisal System**	**See also ST/AI/2010/5**

13. Secretary-General's bulletins (ST/SGB/1998/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1998/1	**15/1/98**	**Organization of the secretariat of the United Nations Conference on Trade and Development**	
ST/SGB/1998/6	**31/3/98**	**Building the future**	**See also ST/SGB/1999/15**

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	See also ST/SGB/2010/9
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	

14. Secretary-General's bulletins (ST/SGB/1997/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	See also ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11, ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	

15. Administrative instructions (ST/AI/2010/1-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2010/1	14/1/10	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	See also ST/SGB/2009/4 and ST/AI/2000/13
ST/AI/2010/2	1/3/10	Request for rectification of date of birth or of other personal data	See also ST/SGB/2009/4

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2010/3	21/4/10	Staff selection system	See also ST/AI/2000/1, amended by ST/AI/2003/1, ST/AI/2001/7, ST/AI/2010/7, ST/AI/2010/4 and Corr.1; ST/SGB/1997/5, amended by ST/SGB/2002/11, ST/SGB/2002/5, ST/SGB/2002/6 and Amend.1, ST/SGB/2005/7 and ST/SGB/2009/2
ST/AI/2010/4 and Corr.1	27/4/10 2/7/10	Administration of temporary appointments	See also ST/SGB/2009/4
ST/AI/2010/5 and Corr.1	30/4/10 12/5/10	Performance Management and Development System	See also ST/SGB/2009/4
ST/AI/2010/6	20/5/10	Road and driving safety	See also ST/SGB/2009/4
ST/AI/2010/7	1/6/10	Competitive examination for recruitment to the Professional category of staff members from other categories	See also ST/SGB/2009/4
ST/AI/2010/8	1/6/10	Conditions under which individuals may take National Competitive Recruitment Examinations	See also ST/SGB/2009/4 and ST/SGB/210
ST/AI/2010/9	16/7/10	Rest and recuperation	See also ST/AI/1997/6 and Amend.1
ST/AI/2010/10	25/8/10	Upgrading of substantive and technical skills	See also ST/SGB/2009/4, ST/SGB/2009/9, ST/SGB/274 and ST/SGB/2003/4

16. Administrative instructions (ST/AI/2009/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2009/1	30/11/09	Recovery of overpayments made to staff members	See also ST/AI/2004/3 and ST/SGB/2009/4

17. Administrative instructions (ST/AI/2008/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2008/1	28/4/08	Exhibits in publicly accessible areas at Headquarters in New York	See also ST/SGB/2009/4, ST/SGB/2008/6 and ST/AI/416

18. Administrative instructions (ST/AI/2007/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2007/1 and Amend.1	8/3/07 11/2/09	Mobility and hardship scheme	See also ST/SGB/2009/4
ST/AI/2007/2	23/5/07	Managed reassignment programme	See also ST/SGB/2009/4
ST/AI/2007/3	1/7/07	After-service health insurance	See also ST/SGB/2009/4

19. Administrative instructions (ST/AI/2006/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/SGB/2009/4 and ST/AI/1998/2
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15
ST/AI/2006/4 and Amend.1 Amend.2	27/11/06 31/12/07 14/4/10	Official travel	See also ST/SGB/2009/4 and ST/SGB/107/Rev.6
ST/AI/2006/5	24/11/06	Excess baggage, shipments and insurance	See also ST/SGB/2009/4

20. Administrative instructions (ST/AI/2005/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2	6/5/05	Family leave, maternity and paternity leave	
ST/AI/2005/3 and Amend.1	6/5/05 21/11/07	Sick leave	See also ST/SGB/2009/4
ST/AI/2005/4	6/5/05	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2 and ST/AI/2004/5
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/2009/4

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/SGB/2009/4 and ST/AI/1997/6
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/SGB/2009/4 and ST/AI/2000/9
ST/AI/2005/12	8/11/05	Medical clearances and examinations	See also ST/SGB/2009/4, ST/SGB/2003/18 and ST/SGB/2007/12

21. Administrative instructions (ST/AI/2004/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	See also ST/SGB/2009/4
ST/AI/2004/2	24/6/04	Education grant and special education grant for children with a disability	See also ST/SGB/2009/4, ST/AI/2000/6 and Amend.1 and ST/AI/2002/1
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/SGB/2009/4 ST/AI/2009/1
ST/AI/2004/4	17/12/04	Administrative instruction amending administrative instruction ST/AI/2000/16	See also ST/SGB/2009/4 and ST/AI/2000/16
ST/AI/2004/5	22/12/04	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/SGB/2009/4, ST/AI/2001/2, as amended by ST/AI/2005/4

22. Administrative instructions (ST/AI/2003/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2003/1	27/1/03	Administrative instruction amending ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
ST/AI/2003/8 and Amend.1 Amend.2	13/11/03 17/3/06 2/2/09	Retention in service beyond the mandatory age of separation and employment of retirees	See also ST/SGB/2009/4
ST/AI/2003/9	7/1/04	Administrative instruction amending administrative instruction ST/AI/1998/3	See also ST/AI/1998/3

23. Administrative instructions (ST/AI/2002/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8 and Amend.1	27/12/02 27/8/08	Official hospitality	

24. Administrative instructions (ST/AI/2001/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2008/3, ST/AI/2004/5 and ST/AI/2005/4
ST/AI/2001/3	4/5/01	Administrative instruction amending ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations Internet publishing	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2001/6	**24/7/01**	**Administrative instruction amending ST/AI/342 (Guidelines for the preparation of host government agreements falling under General Assembly resolution 40/243)**	**See also ST/AI/342**
ST/AI/2001/7	**28/8/01**	**Managed Reassignment Programme for Junior Professional Staff**	**See also ST/AI/2010/7**

25. Administrative instructions (ST/AI/2000/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2000/1	**12/1/00**	**Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills**	
ST/AI/2000/3	**4/4/00**	**Overtime compensation for staff members in the Field Service category at established missions**	
ST/AI/2000/4	**5/4/00**	**Sabbatical leave programme**	
ST/AI/2000/5	**15/5/00**	**Repatriation grant**	
ST/AI/2000/6 and Amend.1	**25/5/00 24/11/06**	**Special entitlements for staff members serving at designated duty stations**	**See also ST/SGB/2009/4**
ST/AI/2000/8 and Amend.1; Amend.2	**13/9/00 15/3/06 26/4/07**	**Dependency status and dependency benefits**	**See also ST/SGB/2009/4**
ST/AI/2000/9	**19/9/00**	**United Nations internship programme**	**See also ST/AI/2005/11**
ST/AI/2000/10	**21/9/00**	**Medical evacuation**	
ST/AI/2000/12	**25/10/00**	**Private legal obligations of staff members**	**See also ST/SGB/1999/4**
ST/AI/2000/13	**25/10/00**	**Outside activities**	
ST/AI/2000/14	**9/11/00**	**Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency**	
ST/AI/2000/15 and Amend.1	**27/11/00 31/10/07**	**Family visit travel**	**See also ST/AI/2006/4 and Amend.1**

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	See also ST/AI/2004/4
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the U.S.A, members of their household and their household employees, and staff members seeking or holding permanent resident status in the U.S.	

26. Administrative instructions (ST/AI/1999/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7 and Amend.1	25/8/99 15/3/06	Consultants and individual contractors	See also ST/SGB/177, ST/AI/2010/4 and ST/AI/296 and Amend.1
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and Amend.1	23/11/99 30/1/06	Special post allowance	

27. Administrative instructions (ST/AI/1998/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	See also ST/AI/2003/9

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9, ST/AI/1998/9/Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

28. Administrative instructions (ST/AI/1997/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin ST/SGB/100

1. Secretary-General's bulletins (ST/SGB/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/ Appendix D/Rev.1/ Amend.1	1/1/66 8/1/76	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
ST/SGB/ UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/125/Rev.1 and Amend.1, ST/SGB/125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126, ST/SGB/126/ Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127, ST/SGB/127/ Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2006/4 and Amend.1 and ST/AI/2001/6

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/2010/4, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/2010/8 and ST/AI/2001/7
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/SGB/2007/5
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/2008/12 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions (ST/AI/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374 and ST/AI/2003/5
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 and Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/ Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2, and Add.2/Amend.2	15/9/71 25/8/08	Covers and title pages of publications	
ST/AI/189/Add.3/ Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/ Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/ Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/ Rev.5	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.2 ST/AI/189/Add.9/ Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	

Symbol	Date issued	Subject	Amendments/Remarks
ST/AI/189/Add.12/ Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/ Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1, ST/AI/234/Rev.1/Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235, ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/242, ST/AI/242/Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 and Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	

Symbol	Date issued	Subject	Amendments/Remarks
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/296, ST/AI/296/Amend.1	17/11/82 5/7/95	Consultants and participants in advisory meetings	See also ST/SGB/177, ST/AI/2010/4, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/2010/4, ST/AI/296 and Amend.1, and ST/AI/1999/7 and Amend.1
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2006/4 and Amend.1 and ST/AI/2001/6
ST/AI/343, ST/AI/343/Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	
ST/AI/367 and Amend.1	15/10/90 24/11/06	Home leave: change of place of home leave and change of country of home leave	See also ST/SGB/2009/4
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371 and Amend.1	2/8/91 11/5/10	Revised disciplinary measures and procedures	See also ST/SGB/2009/4 and ST/AI/2004/3
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/2004/6 and ST/SGB/240
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414, ST/AI/414/Add.1	29/3/96 3/5/96	1996 early separation programme	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/416	**26/4/96**	**Use of United Nations premises for meetings, conferences, special events and exhibits**	**See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6**

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for - ST/AI/387

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York – ST/SGB/2003/9

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Property Survey Boards – ST/SGB/2003/7 (rule 105.21)

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff members - ST/AI/244/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/2008/1 and ST/SGB/2008/6 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board - ST/AI/349

Parking rates: see United Nations Garage below

United Nations Garage - ST/AI/349

3. Passes

Grounds passes: Wearing of - ST/SGB/259, ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) - ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

4. Safety

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Evacuation procedures for the United Nations Headquarters complex - ST/SGB/2002/8

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Road and driving safety – ST/AI/2010/6

Security and Safety Service at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the International Civil Service - ST/SGB/198

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Secure telecommunications equipment - ST/SGB/269

Security and Safety Services at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the international civil service - ST/SGB/198 and ST/SGB/2002/13 (see commentary)
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found property - ST/AI/227

Use of information and communication technology resources and data – ST/SGB/2004/15

II. Claims

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Claims Board - ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects to service - ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing - ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Tort claims: Resolution of - ST/SGB/230

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Commission for Historical Clarification - ST/SGB/1999/6

Disposition of the documents of the Independent Inquiry Committee into the UN Oil-for Food Programme – ST/SGB/2006/16 and Amend.1 and Amend.2

Gifts and historical items: Preservation and disposition of - ST/SGB/136

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Records and archives of the United Nations Monitoring, Verification and Inspection Commission – ST/SGB/2009/12

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/SGB/2006/7

Recordkeeping and the management of United Nations archives - ST/SGB/2007/5
- Guidelines concerning the separation of private papers from business records - (Annex)

United Nations archives and records - ST/SGB/242

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers - ST/AI/341

Information and Communications Technology Board - ST/SGB/2003/17

Information and communication technology initiatives - ST/AI/2005/10

Information sensitivity, classification and handling – ST/SGB/2007/6

Outgoing official United Nations mail at Headquarters: General principles and procedures governing - ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Use of airmail envelopes - ST/AI/271

3. Pouch

Diplomatic pouch service - ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 - ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services - ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of - ST/SGB/160, ST/AI/342, ST/AI/2006/4, ST/AI/2006/4/Amend.1 and ST/AI/2001/6

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board - ST/AI/2001/5

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2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers - ST/AI/189/Add.6/Rev.5

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2 and ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2, and Add.2/Amend.2

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme – ST/SGB/2006/16 and Amend.1 and Amend.2

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Information sensitivity, classification and handling – ST/SGB/2007/6

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Internet publishing: United Nations - ST/AI/2001/5

Mailing of official United Nations documentation - ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format - ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements - ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Reissue of out-of-stock material - ST/AI/189/Add.13/Rev.1

Requests for document services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

United Nations Internet publishing - ST/AI/2001/5

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Workload estimates: Documentation - ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

2. General

Contributions from non-Member States - ST/SGB/2003/7 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

Establishment and operation of the Central Emergency Response Fund – ST/SGB/2010/5

Establishment of a Senior Advisory Board on Services to the Public – ST/SGB/2005/10

Financial disclosure and declaration of interest statements - ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Information and communication technology initiatives – ST/AI/2005/10

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/2002/8 and Amend.1

Official travel - ST/AI/2006/4 and Amend.1

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Private legal obligations of staff members - ST/AI/2000/12 (see also section VIII.7 below)

Recovery of overpayments made to staff members - ST/AI/2009/1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Regulations and Rules of the United Nations - ST/SGB/2003/7, ST/AI/2004/1, ST/SGB/2005/7

Financial Regulations and Rules of the United Nations (series 100): Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the – ST/SGB/2006/8

Financial Regulations and Rules of the United Nations - ST/SGB/2003/7 and ST/AI/2004/1

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/2000/8

Regulations for the United Nations Peacekeeping Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/2003/7 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Response Fund - ST/SGB/2010/5

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

VII. General office procedures

Administrative issuances:
- Abolition of obsolete - ST/SGB/1999/11 and ST/SGB/2000/16
- Procedures for the promulgation of - ST/SGB/2009/4

Confidentiality of mailing lists and registers - ST/AI/341

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – ST/SGB/2009/10

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 and ST/AI/189/Add.28

Ethics: United Nations system-wide application of - (separately administered organs and programmes) – ST/SGB/2007/11

Exhibits Committee: United Nations - ST/SGB/2008/6

Forms management programme - ST/AI/261

Information and Communication Technology (ICT) resources and data: Use of – ST/SGB/2004/15

Information and communications technology initiatives – ST/AI/2005/10

Information circulars - ST/SGB/1997/2 and ST/SGB/1999/11

Information sensitivity, classification and handling – ST/SGB/2007/6

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Internet publishing: United Nations - ST/AI/2001/5

Managed reassignment programme – ST/AI/2007/2

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

New nomenclature for staff of the United Nations – ST/SGB/2002/18

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements - ST/SGB/2001/7

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Transitional measures related to the introduction of the new system of administration of justice – ST/SGB/2009/11

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to - ST/SGB/2001/7

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

Departmental focal points for women in the Secretariat – ST/SGB/2008/12

Ethics: United Nations system-wide application of
- (separately administered organs and programmes – ST/SGB/2007/11
- Protection against retaliation for reporting misconduct – ST/SGB/2005/21
- Ethics Office—establishment and terms of reference – ST/SGB/2005/22

Independent inquiry into the oil-for-food programme - ST/SGB/2004/9

International civil service: Security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Harassment Prevention Boards – ST/SGB/2008/14

Joint Negotiation Committee at Headquarters - ST/SGB/2007/9

Office of the Ombudsman - ST/SGB/2002/12

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/2002/15

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – ST/SGB/2009/10

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8 and Amend.1; Amend.2

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/2004/2 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and ST/AI/367/Amend.1

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Mobility and hardship scheme - ST/AI/2007/1

Non-resident's allowance: see Rental subsidies and deductions below

Official hospitality - ST/AI/2002/8 and Amend.1

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16 (as amended by ST/AI/2004/4)

Repatriation grant - ST/AI/2000/5

Rest and recuperation – ST/AI/2010/9

Salaries and allowances: Currency and modalities of payment - ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff - ST/SGB/2010/6

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6 and ST/AI/2006/6/Amend.1

Special post allowance - ST/AI/1999/17 and Amend.1
- Special post allowance for Field Mission staff - ST/AI/2003/3

Subsistence allowance:
- Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)
- System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Memorial and Recognition Fund – ST/SGB/2010/8

3. Appeals

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Office of Administration of Justice: organization and terms of reference of the – ST/SGB/2010/3

Office of the Ombudsman: appointment and terms of reference of the Ombudsman - ST/SGB/2002/12

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Transitional measures related to the introduction of the new system of administration of justice – ST/SGB/2009/11

4. Appointments, placement and promotion

Administration of temporary appointments – ST/AI/2010/4

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/2010/4

Appointments of limited duration - ST/SGB/2008/3 and ST/AI/2001/2 (as amended by ST/AI/2004/5 and ST/AI/2005/4)

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Bodies at designated offices away from Headquarters - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Review Bodies - ST/SGB/2002/6, ST/SGB/2003/1 (for vacancies posted after 1 May 2002)

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2010/7

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009 – ST/SGB/2009/10

Consultants and individual contractors - ST/AI/1999/7 and Amend.1

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Field Central Review Bodies – ST/SGB/2009/5

Gratis personnel - ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts - ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed reassignment programme – ST/AI/2007/2

Managed reassignment programme for Junior Professional Staff - ST/AI/2001/7

Medical clearances and examinations - ST/AI/2005/12

Movement of staff from the Field Service category to the Professional category - ST/AI/2010/3 (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment - ST/AI/291/Rev.1

Performance Management and Development System - ST/SGB/1999/18 and ST/AI/2010/5

Placement and promotion - ST/SGB/267 and ST/AI/2010/3

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177
- Consultants and individual contractors - ST/AI/1999/7 and Amend.1
- Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
- Institutional or corporate contractors - ST/AI/327
- Temporary staff and individual contractors - ST/AI/2010/4 (see also, Use of 'when actually employed' contracts, below)

Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/2008/12 and ST/AI/1999/9

Prevention of workplace harassment, sexual harassment and abuse of authority – ST/SGB/2005/20

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff – ST/AI/2010/3

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8, Amend.1 and Amend.2

Senior Review Group - ST/SGB/2009/2

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality - ST/AI/1999/9, ST/SGB/282 and ST/SGB/2008/12

Special post allowance - ST/AI/1999/17 and Amend.1
- Special post allowance for field mission staff – ST/AI/2003/3

Staff selection system - ST/SGB/2002/5 and ST/AI/2010/3

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/2010/4

Termination of appointment for reasons of health - ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400 (as amended by ST/AI/2005/5)

Breastfeeding, policy on: ST/SGB/2003/14

Certification of sick leave: see sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave - ST/AI/2005/2

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and ST/AI/367/Amend.1

Introduction of staggered working hours - ST/AI/408

Jury duty: see Recording of attendance and leave below

Recording of attendance and leave - ST/AI/1999/13 (as amended by ST/AI/2005/1)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Rest and recuperation – ST/AI/2010/9

Sabbatical leave programme - ST/AI/2000/4

Sick leave – ST/AI/2005/3 and Amend.1

Upgrading of substantive and technical skills - ST/AI/2010/10 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408
- Flexible working arrangements - ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources – ST/SGB/2004/10

Delegation of authority under the Financial Regulations and Rules - ST/SGB/2003/7, ST/AI/2004/1 and ST/SGB/2005/7

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

Upgrading of substantive and technical skills – ST/AI/2010/10

7. Duties and obligations

Acceptance of pro bono goods and services (Guidelines) – ST/SGB/2006/5

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

Family and child support obligations of staff members - ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure and declaration of interest statements - ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Gifts: see Preservation and disposition of gifts and historical items below

Integrity awareness initiative – ST/SGB/2005/17

Obligations of staff members - ST/SGB/1999/4, ST/AI/2000/12 and ST/SGB/2006/6

Outside activities - ST/AI/2000/13

Post-employment restrictions – ST/SGB/2006/15

Preservation and disposition of gifts and historical items - ST/SGB/136

Private legal obligations of staff members - ST/AI/2000/12 (see also Obligations of staff members above)

Prohibition of discrimination, harassment, including sexual harassment and abuse of authority - ST/SGB/2008/5 and ST/SGB/2008/14

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Rectification of date of birth or of other personal data: Request for - ST/AI/2010/2

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Breastfeeding, policy on – ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Guidelines for the acceptance of pro bono goods and services – ST/SGB/2006/5

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/2002/8 and Amend.1

Official status files - ST/AI/108 and ST/AI/292

Performance Management and Development System - ST/SGB/1999/18, and ST/AI/2010/5

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Prohibition of discrimination, harassment, including sexual harassment and abuse of authority – ST/SGB/2008/5 and ST/SGB/2008/14

Records and archives of the United Nations Monitoring, Verification and Inspection Commission – ST/SGB/2009/12

Records of the United Nations Compensation Commission – ST/SGB/2007/10

Rectification of date of birth or of other personal data: Request for - ST/AI/2010/2

Smoking at United Nations Headquarters – ST/SGB/2003/9

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

United Nations personnel policy on HIV/AIDS - ST/SGB/1999/17, ST/SGB/2003/18 and ST/SGB/2007/12

Wearing of grounds passes - ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered - ST/AI/408
- Flexible working arrangements – ST/SGB/2003/4

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance - ST/AI/2007/3

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ST/IC/2011/2

United Nations

Index to information circulars

JANUARY 2011

Introduction

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2010. The index is issued annually.[1]

2. The index comprises the following sections:

(a) Information circulars, by alphanumeric symbol, issued in 2010;

(b) Information circulars listed according to subject matter.

3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2011/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Human Resources Policy Service, Office of Human Resources Management, 380 Madison Avenue, Room - M-09008, New York, N.Y. 10017. They can also be sent by fax to 212-963-3898

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[1] Expiration date of the present circular: 31 December 2011.

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Index to information circulars

A. Information circulars, by alphanumeric symbol, issued in 2010

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2008/34/ Add.1	3/3/10	Membership of the Central Review Board, Committee and Panel at Headquarters	See also ST/IC/2008/34
ST/IC/2008/34/ Amend.1	30/6/10	Membership of the Central Review Board, Committee and Panel at Headquarters	See also ST/IC/2008/34 and Add.1

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2010/1	1/10	Index to administrative issuances	Expiration date: in effect until further notice
ST/IC/2010/2	1/10	Index to information circulars	Expiration date: in effect until further notice
ST/IC/2010/3	8/1/10	Availability of official documents to Secretariat officials	Expiration date: in effect until further notice
ST/IC/2010/4	11/1/10	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category	Expiration date: in effect until further notice
ST/IC/2010/5	12/1/10	First day of issue 5 February 2010: Coin and Flag stamps series and annual collection folders and Vienna special event sheet "Human trafficking"	Expiration date: 5/05/2010
ST/IC/2010/6	22/1/10	2010 competitive examinations for Chinese-language translators, verbatim reporters and editors	Expiration date: 31/12/2010. See also ST/AI/1998/7, ST/AI/2000/1, as amended by ST/AI/2003/1
ST/IC/2010/7	22/1/10	2010 competitive examinations for French-language translators/précis-writers	Expiration date: 31/12/2010. See also ST/AI/1998/7, ST/AI/2000/1, as amended by ST/AI/2003/1
ST/IC/2010/8	22/1/10	2010 competitive examinations for Russian-language translators/précis-writers	Expiration date: 31/12/2010. See also ST/AI/1998/7, ST/AI/2000/1, as amended by ST/AI/2003/1
ST/IC/2010/9	5/2/10	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice
ST/IC/2010/10	28/1/10	Payment of 2009 income taxes	Expiration date: 31/12/2010
ST/IC/2010/11	2/2/10	Designation of non-family missions and duty stations for purposes of the rest and recuperation scheme	Superseded by ST/IC/2010/23
ST/IC/2010/12	22/3/10	First day of issue, 15 April 2010: "Endangered Species Series" and annual collection folders, New Geneva and Vienna Definitives — "International Year of Biodiversity"	Expiration date: 15/07/2010
ST/IC/2010/13	26/3/10	2010 competitive examination for French interpreters	Expiration date: 31/12/2010. See also ST/AI/1998/7, ST/AI/2000/1, as amended by ST/AI/2003/1

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2010/14	13/4/10	First day of issue, 6 May 2010: "One Planet, One Ocean: fiftieth anniversary of the Inter-governmental Oceanographic Commission" stamps and prestige booklets	Expiration date: 6/8/2010
ST/IC/2010/15	20/4/10	United Nations competitive examination for accounting assistants (2010)	Expiration date: 31/12/10. See also ST/AI/1998/4
ST/IC/2010/16	3/6/10	United States census	Expiration date: 31/12/2010
ST/IC/2010/17	10/6/10	After-school recreation and study programme for United Nations children	Expiration date: in effect until further notice
ST/IC/2010/18	18/6/10	Language proficiency examinations, October 2010	Expiration date: 30/6/2011. See also ST/AI/1999/2
ST/IC/2010/19	21/6/10	Human Resources Handbook	Expiration date: in effect until further notice
ST/IC/2010/20	25/6/10	Arrangements for admission to the United Nations Headquarters during the visit of Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh on 6 July 2010	Expiration date: 7/7/2010
ST/IC/2010/21 and Corr.1	6/7/10 11/8/10	2010 national competitive recruitment examinations	Expiration date: 31/12/2011. See also ST/AI/2010/8
ST/IC/2010/22 and Amend.1	23/7/10 19/8/10	2010 competitive examination for recruitment to the Professional category of staff members from other categories	Expiration date: 31/12/2011. See also ST/AI/2010/7
ST/IC/2010/23	9/8/10	Designation of non-family missions and duty stations for purposes of rest and recuperation scheme	Expiration date: 31/12/2010. See also ST/AI/2010/9
ST/IC/2010/24	17/8/10	Working hours during the sixty-fifth session of the General Assembly	Expiration date: 31/12/2010
ST/IC/2010/25	30/8/10	Arrangements for admission to United Nations Headquarters during the sixty-fifth session of the General Assembly	Expiration date: 10/9/2011
ST/IC/2010/26	7/9/10	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009 to 30 June 2010	Expiration date: in effect until further notice
ST/IC/2010/27	9/9/10	Arrangements for admission to United Nations Headquarters during the High-level Plenary Meeting of the General Assembly on the Millennium Development Goals, to be held from 20 September to 22 September 2010, the high-level meeting of the General Assembly as a contribution to the International Year of Biodiversity, to be held on 22 September, the period of the general debate, from 23 September to 30 September 2010, and the high-level review to assess progress made in addressing the vulnerabilities of small island developing States, to be held from 24 to 25 September 2010	Expiration date: 31/12/2010

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2010/28	24/9/10	United Nations sabbatical leave programme for 2011	Expiration date: 31/12/2011. See also ST/AI/2000/4
ST/IC/2010/29	29/9/10	Membership of the Senior Review Group	Superseded by ST/IC/2010/33
ST/IC/2010/30	5/10/10	Official holidays for 2011 at United Nations Headquarters	Expiration date: in effect until further notice
ST/IC/2010/31	13/10/10	Index to the Staff Regulations and provisional Staff Rules	Expiration date: in effect until further notice
ST/IC/2010/32	25/10/10	2011 competitive examination for English-language interpreters	Expiration date: 31/12/2011
ST/IC/2010/33	12/11/10	Membership of the Senior Review Group	Expiration date: in effect until further notice
ST/IC/2010/34	14/12/10	Language and communications programme at Headquarters — 2011	Expiration date: 31/12/2011
ST/IC/2010/35	14/12/10	2011 competitive examination for associate translation support officers	Expiration date: 31/12/2011. See also ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1

Symbol	Date issued	Subject	Remarks

B. Information circulars listed according to subject matter

I. Buildings, premises and security[2]

ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2009/29	10/8/09	No smoking policy at United Nations Headquarters premises	Expiration: in effect until further notice
ST/IC/2010/25	30/8/10	Arrangements for admission to United Nations Headquarters during the sixty-fifth session of the General Assembly	Expiration date: 10/09/2011

II. Claims

ST/IC/2009/24	4/6/09	Review of staff claims for dependency benefits for 2006, 2007 and 2008	Expiration date: in effect until further notice

III. Communications, archives and records

ST/IC/2000/89	27/11/00	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	Expiration date: in effect until further notice. See also ST/AI/368
ST/IC/2001/70	21/9/01	Revised rates for telephone and facsimile service using the United Nations global network	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new provisional Staff Rules	Expiration date: in effect until further notice

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[2] For information circular on arrangements for admission to the premises during sessions of the General Assembly, see section A above.

Symbol	*Date issued*	*Subject*	*Remarks*
IV. Conferences			
No information circulars apply at present.			
V. Documents and publications			
ST/IC/2002/70	1/11/02	Availability to Secretariat officials of official documents and publications	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new provisional Staff Rules	Expiration date: in effect until further notice
VI. Finance[3]			
ST/IC/2002/13	28/2/02	Budget constraints and support service reductions	Expiration date: in effect until further notice
VII. General office procedures			
ST/IC/1997/11	4/2/97	Electronic mail — directory maintenance and automatic message deletion	Expiration date: in effect until further notice
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2002/73	1/11/02	United Nations health and life insurance Internet site	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice

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[3] For information circulars on United Nations stamps, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/2006/33	21/8/06	Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice

VIII. Human resources

1. Administration-staff relations

No information circulars apply at present.

2. Allowances, entitlements and grants

Symbol	Date issued	Subject	Remarks
ST/IC/2000/90 and Corr.1 Add.1 Amend.1	5/12/00 27/6/01 12/12/06 12/4/07	Rental subsidies and deductions	Expiration date: in effect until further notice. See also ST/AI/2000/16 (as amended by ST/AI/2004/4) and ST/IC/2008/49
ST/IC/2005/25	12/5/05	Education grant and special education grant for children with a disability	Expiration date: in effect until further notice. See also ST/AI/2004/2, ST/AI/2000/6 and ST/IC/2009/13 and Corr.1
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice
ST/IC/2008/30	18/6/08	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/2008/49	17/9/08	Threshold percentage for the purpose of calculating rental subsidies	Expiration date: in effect until further notice. See also ST/AI/2000/16 and ST/IC/2000/90 and Corr.1 and Add.1
ST/IC/2009/7	22/1/09	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also ST/AI/2000/8 and Amend.1
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice
ST/IC/2009/13 and Corr.1	19/2/09 26/5/09	Education grant and special education grant for disabled children	Expiration date: in effect until further notice. See also ST/IC/2005/25, ST/AI/2004/2 and ST/AI/2000/6
ST/IC/2009/24	4/6/09	Review of staff claims for dependency benefits for 2006, 2007 and 2008	Expiration date: in effect until further notice

Symbol	Date issued	Subject	Remarks
ST/IC/2009/25	15/6/09	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also ST/AI/2007/1 and Amend.1
ST/IC/2010/9	5/2/10	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3, as amended by ST/AI/2003/9
3. Appeals			
ST/IC/2000/28	25/4/00	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/04/2002. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2000/28/ Add.1	12/7/00	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/04/2002. See also ST/AI/1998/9 and Corr.1 (English only)
Add.2	17/8/01	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/04/2002
Add.3	1/7/02	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 31/07/2002
Add.4	20/9/02	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 31/12/2002
Add.5	27/12/02	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 30/06/2003
Add.6	19/8/03	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: in effect until further notice
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2008/32	23/6/08	Internal Justice Council	Expiration date: in effect until further notice
4. Appointments, placement and promotion			
ST/IC/2000/86	14/11/00	Multilingualism	Expiration date: in effect until further notice
ST/IC/2005/17	11/3/05	Staff selection system	Expiration date: in effect until further notice

Symbol	Date issued	Subject	Remarks
ST/IC/2008/34 and Add.1 Amend.1	1/7/08 3/3/10 30/6/10	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice. See also ST/SGB/2002/6
ST/IC/2010/33	12/11/10	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also ST/SGB/2009/2
5. Attendance, leave and working hours[4]			
ST/IC/2005/8	26/1/05	Implementation of the change in the annual leave cycle	Expiration date: in effect until further notice. See also ST/SGB/2004/16
ST/IC/2010/28	24/9/10	United Nations sabbatical leave programme for 2011	Expiration date: 31/12/2011. See also ST/AI/2000/4
ST/IC/2010/30	5/10/10	Official holidays for 2011 at United Nations Headquarters	Expiration date: 31/12/2011
6. Delegation of authority			
No information circulars apply at present.			
7. Disciplinary matters			
ST/IC/2002/25	29/4/02	Practice of the Secretary-General in disciplinary matters, 2000-2002	Expiration date: in effect until further notice. See also ST/SGB/2000/14
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2004/28	26/7/04	Practice of the Secretary-General in disciplinary matters, 2002-2003	Expiration date: in effect until further notice. See also ST/SGB/2000/14
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/51	30/8/05	Practice of the Secretary-General in disciplinary matters, 1 January 2004-30 June 2005	Expiration date: in effect until further notice
ST/IC/2006/48	31/7/06	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006	Expiration date: in effect until further notice
ST/IC/2007/47	31/8/07	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007	Expiration date: in effect until further notice

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[4] For information circular on working hours during sessions of the General Assembly, see section A above.

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2008/41	15/8/08	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008	Expiration date: in effect until further notice
ST/IC/2009/30	18/8/09	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009	Expiration date: in effect until further notice
ST/IC/2010/26	7/9/10	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009-30 June 2010	Expiration date: in effect until further notice

8. Duties and obligations

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/2002/38	14/6/02	Privileges and immunities — Requests by local authorities to interview staff	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2003/17	11/3/03	Our core values prohibit discrimination and harassment	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/38	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
ST/IC/2005/66	14/12/05	Preparations for a possible transit strike	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
ST/IC/2006/19	23/5/06	Licensing procedures for non-United States citizens	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2006/30	**16/8/06**	**Outside activities**	**Expiration date: in effect until further notice**
ST/IC/2006/31	**16/8/06**	**Honours, gifts or remuneration from outside sources**	**Expiration date: in effect until further notice**
ST/IC/2006/33	**21/8/06**	**Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations**	**Expiration date: in effect until further notice**
ST/IC/2007/51	**26/12/07**	**New travel regulations for foreign nationals entering Japan**	**Expiration date: in effect until further notice**
9. Job classification system			
ST/IC/2000/28	**25/4/00**	**Membership of the New York General Service Classification Appeals and Review Committee**	**Expiration date: 25/04/2002. See also ST/AI/1998/9 and Corr.1 (English only)**
ST/IC/2000/28/ Add.1	**12/7/00**	**Membership of the New York General Service Classification Appeals and Review Committee**	**Expiration date: 25/04/2002**
Add.2	**17/8/01**	**Membership of the New York General Service Classification Appeals and Review Committee**	**Expiration date: 25/04/2002**
Add.3	**1/7/02**	**Membership of the New York General Service Classification Appeals and Review Committee**	**Expiration date: 31/07/2002**
Add.4	**20/9/02**	**Membership of the New York General Service Classification Appeals and Review Committee**	**Expiration date: 31/12/2002**
Add.5	**27/12/02**	**Membership of the New York General Service Classification Appeals and Review Committee**	**Expiration date: 30/06/2003**
Add.6	**19/8/03**	**Membership of the New York General Service Classification Appeals Committee**	**Expiration date: in effect until further notice**
10. General			
ST/IC/1999/111	**29/12/99**	**Mental health — Medical and employee assistance facilities**	**Expiration date: in effect until further notice. See also ST/AI/372**
ST/IC/2010/17	**10/6/10**	**After-school recreation and study programme for United Nations Children**	**Expiration date: in effect until further notice**
ST/IC/2010/19	**21/6/10**	**Human Resources Handbook**	**Expiration date: in effect until further notice**

11. Medical and other insurance

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/1999/111	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372
ST/IC/2002/63 and Amend.1	27/9/02 14/7/03	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2005/55	4/10/05	New claims administration service from Aetna for medical services rendered outside the United States of America	Expiration date: in effect until further notice. See also ST/IC/2006/22
ST/IC/2006/21	31/5/06	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6 and ST/IC/2002/63

12. Pensions, post-retirement services and employment beyond retirement

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2008/43	15/8/08	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2009/6 and ST/IC/2009/8

13. Post adjustment

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice

14. Salary scales and payments

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2008/43	15/8/08	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2009/6 and ST/IC/2009/8
ST/IC/2008/45	15/8/08	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/6	**15/1/09**	**Revised base salary scale for staff in the Professional and higher categories and staff in the Field Service category**	**Expiration date: in effect until further notice**
ST/IC/2009/8	**19/1/09**	**Post adjustment classification for New York**	**Expiration date: in effect until further notice. See also ST/IC/2009/6**
ST/IC/2009/38	**15/10/09**	**Hourly wage for household employees on G-5 visas**	**Expiration date: in effect until further notice**

15. Staff regulations and rules

ST/IC/2009/26	**6/7/09**	**Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new provisional Staff Rules**	**Expiration date: in effect until further notice**
ST/IC/2010/31	**13/10/10**	**Index to the Staff Regulations and provisional Staff Rules**	**Expiration date: in effect until further notice**

16. Training, career development and examinations

ST/IC/2000/86	**14/11/00**	**Multilingualism**	**Expiration date: in effect until further notice**
ST/IC/2001/98	**7/12/01**	**Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board]**	**Expiration date: 31/12/2002. See also ST/AI/2003/7**
ST/IC/2001/98/ Add.1	**7/7/03**	**Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board]**	**Expiration date: in effect until further notice. See also ST/AI/2003/7**
ST/IC/2008/17	**4/4/08**	**United Nations internship programme**	**Expiration date: in effect until further notice. See also ST/AI/2000/9**
ST/IC/2010/18	**18/6/10**	**Language proficiency examinations, October 2010**	**Expiration date: 30/6/2011**
ST/IC/2010/21 and Corr.1	**6/7/10 11/8/10**	**2010 national competitive recruitment examinations**	**Expiration date: 31/12/2011. See also ST/AI/2010/8**
ST/IC/2010/22 and Amend.1	**23/7/10 19/8/10**	**2010 competitive examination for recruitment to the Professional category of staff members from other categories**	**Expiration date: 31/12/2011. See also ST/AI/2010/7**
ST/IC/2010/32	**25/10/10**	**2011 competitive examination for English-language interpreters**	**Expiration date: 31/12/2011**

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2010/34	14/12/10	Language and communications programme at Headquarters — 2011	Expiration date: 31/12/2011
ST/IC/2010/35	14/12/10	2011 competitive examination for associate translation support officer	Expiration date: 31/12/2011. See also ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1

17. United States taxes

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2008/27	28/5/08	United States 2008 economic stimulus payments	Expiration date: in effect until further notice
ST/IC/2010/10	28/1/10	Payment of 2009 income taxes	Expiration date: 31/12/2010

18. Visa

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2001/27 and Amend.1	10/4/01 25/8/08	Visa status in the United States of America	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/8	27/1/04	United States Visitor and Immigrant Status Indicator Technology	Expiration date: in effect until further notice
ST/IC/2004/14	24/3/04	Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America	Expiration date: in effect until further notice
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America —waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2007/43	22/10/07	Visa status while on mission service	Expiration date: in effect until further notice
ST/IC/2008/11	31/1/08	Revalidation of visas	Expiration date: in effect until further notice
ST/IC/2009/38	15/10/09	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice
ST/IC/2009/42	1/12/09	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice. See also ST/IC/2009/38

IX. Library

No information circulars apply at present.

Symbol	Date issued	Subject	Remarks
X. Missions			
ST/IC/2009/25	15/6/09	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also ST/AI/2007/1 and Amend.1
ST/IC/2010/23	9/8/10	Designation of non-family missions and duty stations for purposes of rest and recuperation scheme	Expiration date: 31/12/2010. See also ST/AI/2010/9
XI. Organizational structure			
ST/IC/2000/28	25/4/00	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2000/28/ Add.1	12/7/00	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/4/2002
Add.2	17/8/01	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/4/2002
Add.3	1/7/02	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 31/7/2002
Add.4	20/9/02	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 31/12/2002
Add.5	27/12/02	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 30/6/2003
Add.6	19/8/03	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice
ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2001/98	7/12/01	Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board]	Expiration date: 31/12/2002
ST/IC/2001/98/ Add.1	7/7/03	Competitive examination for recruitment to the Professional category of staff members from other categories [Central Examination Board]	Expiration date: in effect until further notice. See also ST/AI/2003/7
ST/IC/2008/34 and Add.1 Amend.1	1/7/08 3/3/10 30/6/10	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice. See also ST/SGB/2002/6

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2010/33	**12/11/10**	**Membership of the Senior Review Group**	**Expiration date: in effect until further notice. See also ST/SGB/2009/2**
XII. Property and supplies			
ST/IC/1999/14	**9/2/99**	**Guidelines for ergonomic workstations and work with computers**	**Expiration date: in effect until further notice**
ST/IC/2005/11	**18/2/05**	**Mobile communication devices for official work**	**Expiration date: in effect until further notice**
XIII. Protocol			
ST/IC/2003/41	**30/6/03**	**Communications and contacts with host country authorities**	**Expiration date: in effect until further notice**
XIV. Travel and transportation			
ST/IC/1997/90	**26/12/97**	**Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]**	**Expiration date: in effect until further notice**
ST/IC/1999/99	**29/11/99**	**Excess baggage, shipments and insurance**	**Expiration date: in effect until further notice. See also ST/AI/1999/15**
ST/IC/2000/70	**21/9/00**	**Medical evacuation**	**Expiration date: in effect until further notice. See also ST/AI/2000/10**
ST/IC/2001/43 and **Add.1** **Amend.1** **Amend.2** **Amend.3**	**13/6/01** **7/2/02** **27/6/05** **24/5/06** **10/8/07**	**Official travel**	**Expiration date: in effect until further notice. See also ST/AI/2000/20**
ST/IC/2003/40	**24/6/03**	**Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed**	**Expiration date: in effect until further notice. See also ST/AI/1999/15**
ST/IC/2004/38	**9/9/04**	**Host country travel regulations — Iraqi nationals**	**Expiration date: in effect until further notice**
ST/IC/2004/39	**9/9/04**	**Procedures regarding citations for motor vehicle infractions**	**Expiration date: in effect until further notice**

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2005/15	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice
ST/IC/2008/30	18/6/08	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/2009/25	15/6/09	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also ST/AI/2007/1 and Amend.1
ST/IC/2010/9	5/2/10	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3, as amended by ST/AI/2003/9

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